

1. Post PANAMA	2. Agency STATE	3a. Position Number 313201 A53228
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☐ Yes ☒ No

☐ a. Redescription of duties: This position replaces

(Position Number)_____ (Title)_____ (Series)_____ (Grade)_____

☒ b. New Position☐ c. Other (explain)

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	ADMINISTRATIVE CLERK, 105	FSN-5		6.3.16
b. Other				
c. Proposed by Initiating Office				

6. Post Title of Position (if different from official title) Administrative Clerk	7. Name of Employee
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8. Office/Section Management Section	a. First Subdivision Financial Management Office
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b. Second Subdivision	c. Third Subdivision
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<p>9. This is a complete and accurate description of the duties and responsibilities of my position.</p> <p>_____</p> <p>Printed Name of Employee</p> <p>_____</p> <p>Signature of Employee</p> <p>_____</p> <p>Date (mm-dd-yyyy)</p>	<p>10. This is a complete and accurate description of the duties and responsibilities of this position.</p> <p>_____</p> <p>Printed Name of Supervisor</p> <p>_____</p> <p>Signature of Supervisor</p> <p>_____</p> <p>Date (mm-dd-yyyy)</p>
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<p>11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.</p> <p>_____ Printed Name of Chief or Agency Head</p> <p>_____ Signature of Chief or Agency Head</p> <p>_____ Date (mm-dd-yyyy)</p>	<p>12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.</p> <p>_____ Printed Name of Admin or Human Resources Officer</p> <p>_____ Signature of Admin or Human Resources Officer</p> <p>_____ Date (mm-dd-yyyy)</p>
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Provide administrative and support services for one Financial Management Officer, one Financial Specialist, and the Financial Management Office (FMO) staff including payroll technician, Class B Cashier, Budget Analyst and Accountants, and Voucher Examiners. The Administrative Clerk is the first point of contact for the LE Staff office and is the focal point for customer service and all administrative operations. The Administrative Assistant reports to the Financial Specialist.

14. MAJOR DUTIES AND RESPONSIBILITIES**100% OF TIME****1. Administrative Support to FMO****34%**

Provides administrative support to the FMO staff. Screens and processes incoming mail and telephone inquiries. Reviews all incoming mail, cables, and policies, noting contents of each, and distributes them according to action addresses to appropriate staff members. Monitors section employee's calendars and assists with scheduling meetings, arranging transportation, and escorting visitors.

2. Prepare Official Correspondence**33%**

Prepares official correspondence, including cables and memos, according to prescribed formats and styles. Translates letters, financial directives, and notices from English to Spanish and vice versa. Proofreads and edits documents for formatting and style. Distributes documents as necessary.

3. Maintains Files Archives, Tracks Payments, and Uploads Invoices for e-Invoicing**33%**

Maintains and archives section files (both electronic and paper) in accordance with Department of State's regulations. Tracks invoices and updates the invoice tracker spreadsheet with all incoming and outgoing invoices and payments. Notifies vendors of payment notifications. Scans and uploads invoices, payment vouchers, and COAST reports to ILMS Ariba for e-invoicing module.

NOTE: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:
Completion of High School Diploma is required.
- b. Prior Work Experience:
At least two years of Secretarial and/or Administrative experience is required
- c. Post Entry Training:
Customer Service training and Secretarial training.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (speak/read):
Level III (Good Working Knowledge) speaking/reading/writing Spanish and Level III (Good Working Knowledge) speaking/reading/writing English is required.
- e. Job Knowledge:
Must have a good general knowledge of formal correspondence instructions/procedures, and of office procedures. Must have word processing training and be proficient in standard business software packages including MS Office Suite (Word, Excel, PowerPoint, Access, and Outlook) in order to communicate with Mission and State Department employees. Must be proficient with a calculator or adding machine.
- f. Skills and Abilities:
Ability to type at least 40 WPM is required. Proficiency in office equipment (phones, copiers, and scanners) and computers is required (e.g., Microsoft Word, Excel, and Outlook).

The position requires a self-starter, an independently motivated employee, as the workload is high. Must exercise good level of interpersonal skills in order to facilitate exchange of information at all levels. Must possess the ability to work in multi-cultural environment. Must be able to communicate clearly and completely, both in writing and orally, to customers in order to draft and prepare different types of correspondence. Must have exceptional organizational skills for managing electronics and paper files.

16. POSITION ELEMENTS

a. Supervision Received:

Reports directly to the Financial Specialist and in his/her absence, the Financial Management Officer (FMO). Incumbent generally works independently with prescribed priorities and deadlines.

b. Supervision Exercised:

None.

c. Available Guidelines:

Correspondence Handbook, general office practices, Foreign Affairs Manual (FAM) and Foreign Affairs Handbook (FAH) (specifically 3, 4, and 6 FAM), Standardized Regulations (DSSR), ILMS, WinTA, and RFMS Users Manuals, State Department and CGFS cables, Management and Financial memos, and specific guidelines from serviced agencies.

d. Exercise of Judgment:

Must exercise poise and tact in dealing with American and LES employees and vendors. Judgment is required when establishing work priorities. Must be able to exercise judgment over routine clerical matters. Depending upon importance of matters, decides whether to direct action to specific officer or individual or to bring to the attention of the Supervisor.

e. Authority to Make Commitments:

None.

f. Nature, Level, and Purpose of Contacts:

Contact with various Embassy employees at all levels when scheduling meetings and appointments for Financial Management Officer and when coordinating inter-office actions and programs.

Communicates daily with individual customers, the Budget Analyst and Accounting team, Voucher Examination Team, Financial Specialist, Financial Management Officer, Front Office OMS, and personnel in all administrative sections with regards to payment/travel matters. Routinely scans documents and payment documents to vendors, ILO help desk, CGFS, and occasionally other Posts. Communicates with internal and external customers for feedback and clarification purposes and to share and gather information. The type of information managed is communication pertaining to the daily running of an office. Communication is mostly standard, but there are times it gets complex. It is also oral and written (emails, cables, spreadsheets, and phone calls, etc.).

g. Time Expected to Reach Full Performance Level:

Six-months required.